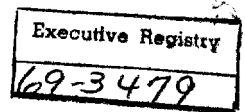


SECRET



7 July 1969

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 June 1969

1. The workload for June 1969 was 65,999 items, 7 1/2% greater than June last year. For the FY 69 our workload was 794,262 items, 6% over FY 68. Our estimate made in FY 68 that the FY 69 workload would be 800,000 items proved to be 99.3% accurate. At present, we consider our estimate of 856,000 for FY 70 to be essentially valid, though a rounded figure of 850,000 might be more appropriate.

2. As of 30 June we are ten persons short of our T/O. We have met with [REDACTED] Office of Personnel, who we understand has been given the task of trying to fill our T/O. He has hopes that our T/O needs will be fulfilled soon. Let us hope so.

25X1A

3. During the month of June, representatives of the Auerbach Information Company, electronic data processing consultants, toured the Cable Secretariat twice in connection with their review of the Automated Communication Terminal (ACT) specifications.

4. Various copy duplicating companies' products are being investigated with respect to the possibility of replacing to some extent present offset printing equipment with a dry office duplicator system.

5. Arrangements are being made to install an Eastman Kodak 600K microfilm camera in the Cable Secretariat for a ten day trial period. This camera should enable us to microfilm cable files at a rate several times that of our present (very old) equipment, photographing both sides at once while using less film than at present. If the trial proves successful we will rent the camera.

6. On 4 June, a group of 12-14 persons toured the Cable Secretariat and were given a briefing concerning the processing and dissemination of cables, particularly as affected [REDACTED]. An exchange tour has been organized for July in which a number of Cable Secretariat personnel will tour the [REDACTED] facility.

STATSPEC

STATSPEC

SECRET



Cable Secretary

5X1A